Policy 7.4

SUBMISSION OF WORK GUIDELINES

PURPOSE
These guidelines outline the submission of academic work in the Middle School (Years 7-9) and Senior School (Years 10-12).

MIDDLE SCHOOL (Years 7-9)
These guidelines are applied from the start of Semester 2 in Year 7.

Assessment Plans
At the start of the semester, each subject teacher will provide an assessment plan to the class via the class Canvas course. This assessment plan will show the main topics to be studied, the summative assessment tasks and planned due date for each task.

The teacher will explain to the class the difference between the summative and formative work.

Deadlines for summative tasks
Teachers will negotiate due dates (deadlines) for major assignments/projects/essays.

Due dates will be fair and take into account other work due and any special events going on (for example, camps, excursions, swimming carnival etc.)

Teachers will enter the due date on the class Canvas course. These due dates will also be visible in a student's Canvas Calendar and in a shared Canvas calendar dedicated to each year level. This shared Canvas calendar is viewed only by staff and is used to assist teachers to set or adjust due dates.

Work must be submitted by the due date.

Summative work not submitted by the due date
If a student does not submit the summative task by the due date and does not have a note of explanation from their parent/caregiver, they will receive a score of zero for the criteria in that task. The student's parent/caregiver will be contacted, either by phone, email or a diary note.

The student will be required to complete the overdue task at lunch time or after hours and will need to submit the task to the teacher. All work will be assessed and returned to students, even if the marks are then disallowed. Therefore, all work set must be handed in, even if it is late.

If the student is unexpectedly absent on the day that summative work is due, they should make every effort to get it to the teacher that day. The student should submit the work via Canvas, ask someone (for example, a parent) to deliver it to the front office or email it to the teacher. If this is not possible, the student is expected to submit the work in on the day that they return to school.

The student's parents should notify the School to explain why the student was absent.

Extensions for summative tasks
Extensions must be negotiated ahead of the deadline, not on the day that the work is due, and may not be granted. A request for an extension should be supported with a note from the student's parent/caregiver.

If the student does not submit the work by the new deadline, the work is deemed late and the above sanctions apply.

Absent on the day of a test or presentation
When the student returns to school, the teacher will require them to do the test or give the presentation as soon as is possible and reasonable. This may be in class or at lunchtime as organised by the teacher. If the student is absent for the test or presentation without a good reason (as explained in written communication from parents), the student's work is deemed late and the above sanctions apply.

SENIOR SCHOOL (Years 10-12)

At the beginning of each semester (Yrs 10 & 11) or academic year (Year 12), subject teachers will provide a program and assessment plans via the class Canvas course. These programs and assessment plans indicate the topics to be studied, the summative tasks, their weighting and the planned due date for completion.

Teachers will make a clear distinction between formative and summative work.

Deadlines for summative tasks

Teachers will set firm deadlines/due dates for summative assignments/projects/essays in the class Canvas course. Deadlines will be realistic and take into account other existing school or subject commitments.

The due dates will be visible in each student's Canvas calendar and on the shared Canvas calendars dedicated to each year level. This is viewed only by staff and is used to assist teachers set or adjust due dates.

Work must be submitted by the due date.

Summative work not handed in by the due date
In SACE subjects, the teacher will assign zero marks or 'N – no evidence' for the task. Students will be required to complete the task and the teacher will informally assess the task on completion.

In Year 10, zero marks will be recorded against the criteria in that task. Parents will be contacted either by phone or email.

Overdue work must be submitted to the teacher. All work will be assessed and returned to the students, even if the marks are then disallowed. Therefore, all set work must be handed in, even if it is late.

Marks cannot be partly discounted for lateness.

Absent on the day when summative work is due
The task will be deemed late if the student was absent on the due date without a medical certificate or evidence of exceptional circumstances. Exceptional circumstances are significant events outside of the student's control and include such events as car accidents and family crises.

It is not acceptable for a student to stay home for the day or part of the day to complete a summative task to meet a deadline.

Students who are absent for valid reasons (exceptional circumstances or illness) can submit their work after the due date provided appropriate supporting documentation is supplied and the teacher is contacted at the earliest convenience. If assessment in more than one subjects is affected the Head of School or Director of Learning and Teaching should be contacted.

Extensions for summative tasks
Extensions must be negotiated ahead of the deadline, not on the day that the work is due, and may not be granted. Valid reasons for extensions are ongoing illness or exceptional circumstances. Failure of any electronic device (storage or otherwise) is not a valid reason for an extension. Students are expected to take precautions to back up their work.

If the task is not handed in by the new deadline, the work is deemed late and the above sanctions apply.

In the Middle School (Years 7, 8 and Semester 1 of Year 9), a request for an extension must be accompanied by written verification from the parent/caregiver of the student's circumstances.

In Semester 2 of Year 9 and in the Senior School, students must submit a Request for Extension in my.walford at least 48 hours before the due date. For Stage 2 subjects, a Medical Certificate must be provided if the request relates to illness.

Absent on the day of a test or presentation
Written verification from parent/caregiver (Years 9, 10 and 11) or medical certificate (Stage 2) is required if illness is to be accepted as a reason. For any other extenuating or unavoidable circumstance, written evidence is to be supplied. All missed assignments and tests must be caught up. It is the student's responsibility to find out what they have missed and to complete the work as soon as possible.

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